



AUGUST 2004

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

PROCESS SGT/SSG PROMOTIONS

Practical Exercise 4

(DO NOT WRITE IN THIS BOOKLET)

PRACTICAL EXERCISE SHEET 4

Title Process SGT/SSG Promotions

Lesson Number/Title CAA2A601 version 1 / PROCESS SGT/SSG PROMOTIONS

Introduction

Motivator

ATTENTION: As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resource Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the Soldiers of the unit.

MOTIVATION: Everyone is affected by promotions; during this practical exercise we will see how well you have learned the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the Soldiers of your unit.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Process SGT/SSG Promotion Actions
Conditions:	Given AR 600-8-19, DA PAM 611-21, and student handouts.
Standards:	Determined Eligibility for Promotion, Prepared Recommended for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Performed Final Promotion Actions.

Safety Requirements

Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.

Risk Assessment Level

Low

Environmental Considerations

None

Evaluation

This PE contains six multiple choice questions.

Instructor Material

AR 600-8-19 and DA PAM 611-21.

Student Material

AR 600-8-19, DA PAM 611-21, handout, answer sheet, pencil and paper.

**Instructional
Lead-In**

Recently you were given blocks of instruction on how to Process SGT/SSG Promotions; today we will take a practical exercise on processing promotion board proceedings.

**Special
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Process SGT/SSG Promotions.

MATERIALS REQUIRED:

AR 600-8-19, DA PAM 611-21, handout, answer sheet, pencil and paper

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date are on the answer sheet.
- b. This exercise contains six multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 20 minutes to complete this exercise.
- c. All questions have only one answer. Make sure all responses are clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
- d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this examination to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

Procedures

PRACTICAL EXERCISE 4
PROCESS PROMOTION BOARD PROCEEDINGS

SITUATION: You are a Human Resource Specialist and have been given the task to Process Promotion Board Proceedings. Implementing the steps you have learned in this lesson, review PE Figures 1 and 2 to answer the following questions.

Refer to PE Figure 1 to answer questions 1-2.

1. How many points did SPC Foster receive for Oral Expression?
 1. 15
 2. 19
 3. 23
 4. 25

2. What is the maximum allowable points SPC Foster could receive for an Above Average?
 1. 10
 2. 13
 3. 19
 4. 25

Refer to PE Figure 2 to answer questions 3-4.

3. How many board points did 1SG Lee recommend for SPC Foster?
 1. 120
 2. 137
 3. 143
 4. 144

4. How many total board points were awarded to SPC Foster?
 1. 138
 2. 139
 3. 145
 4. 150

5. What document will be signed by the board president after the promotion board?
 1. DA Form 3356
 2. DA Form 3357
 3. Memorandum for Record
 4. Board Proceedings Memorandum

6. What takes place if board proceedings are disapproved?
 1. A new board will convene.
 2. Complete a removal board.
 3. Integrate Soldiers onto the recommended list.
 4. Put board proceedings into the Soldier's training records.